

## **FIRE TRAINING OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a responsible position in the fire service, the primary duties of which include assembling and developing training materials, conducting training classes, and keeping records of training activities. The Training Officer evaluates the performance of department employees during formal classroom training and during drills and evolutions. The employee of this class exercises no line authority; however, the employee is given supervisory authority in the training environment. The Training Officer performs most duties with little supervision, and reports to and has work reviewed by the Fire Chief.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Conducts training in the classroom setting, at the drill field, or at the fire station, in the following subject areas: fire suppression and extinguishment; safety; the use of fire fighting apparatus, tools, and equipment; forcible entry; rescue; ventilation; fire streams, water supplies, and pump operations; first aid, CPR, and emergency medical services; fire prevention; and other fire service related subjects as assigned or required. Exercises supervision over department employees in the training environment. Responds to fire incidents in order to observe operations for training purposes, and may assist in firefighting operations, if required.

Schedules training for all department employees. Prepares lesson plans and subject matter for training classes. Develops job simulation exercises in order to evaluate skills acquired during training. Develops, administers, and grades training tests. Evaluates the effectiveness of training to determine the need for additional training or for changes in the training program, and makes recommendations for improvement. Investigates accidents involving department personnel, determines cause, and makes recommendations for procedures to avoid future accidents.

Personally completes all forms and records required to document the activity of the training section. Writes narrative reports on the matters concerning the operation of the training division. Files records and reports as required.



**QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

After offer of employment, but before beginning work in this class, must pass a physical examination, the selection and administration of which will be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education.

Must possess and maintain a valid Louisiana driver's license.

Must have at least five (5) years full-time experience in fire suppression with a paid fire department.

Prior to confirmation, must obtain Fire Instructor I and Fire Instructor II Certification, according to NFPA Standards.